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1. Introduction

The Environmental Health & Safety Standard Operating Procedure (SOP) for road side work and the need for Traffic Safety Plan was developed by the Department of Environmental Health & Safety in accordance with the University's Policy Statement on Health and Safety.

The purpose of this SOP is to ensure the safety of employees, students, motorists, cyclists and pedestrians while working on or in proximity to a roadway and to ensure that work being completed meets the applicable regulations and guidelines relating to traffic control for Ontario roadways.

All University employees and students are responsible for understanding and carrying out the responsibilities and duties outlined in this SOP. It is the University's responsibility to ensure that employees and students are equipped with the devices, vehicles and equipment required for traffic control when working on or in proximity to Ontario roadways.

Road side work may include, but not be limited to, research activities, contract work, field trips, academic course workshops, etc. that require activities to be carried out on or in proximity to roads in Ontario.

2. Applicable Legislation

Ontario Occupational Health and Safety Act and Regulations
 Ministry of Transportation of Ontario Ontario Traffic Manual – Book 7 – Temporary Conditions
 Ministry of Transportation of Ontario – Highway Traffic Act

3. Responsibilities

This section outlines the responsibilities within the University for the implementation of the SOP.

3.1 Department of Environmental Health and Safety

- Develop road side work procedures and review them periodically to ensure continued compliance with applicable regulations and guidelines

Queen's University Environmental Health & Safety

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